

**KIRTLAND AFB FIRE PREVENTION OFFICE  
SUPERVISORS' FIRE PREVENTION AND FIRE REACTION  
CERTIFICATION TRAINING PLAN**

**PURPOSE:** To ensure employee is familiar with fire reporting and evacuation procedures, classes of fire that may be encountered within the work area and how to extinguish each class, types of fire extinguishers, and safe fire prevention practices.

**1. Procedures for reporting a fire:**

- a. On-base/Military extension **DIAL 911.**
- b. Commercial line **DIAL 911.**
  - (1) Give location of fire (facility #).
  - (2) Name of person reporting the fire.
  - (3) Type of fire (building, grease, trash, etc.).
- c. Procedures follow immediately after discovery of fire:
  - (1) Warn all building occupants by activating fire alarm system.
  - (2) Call fire department (911).
  - (3) Use proper type fire extinguisher to extinguish small fires – DO NOT ATTEMPT TO EXTINGUISH A FIRE AND BECOME ENTRAPPED.
  - (4) Close doors and windows (if you can do so safely). DO NOT LOCK.
  - (5) Stand outside to direct firefighters to the fire scene

**2. Classes of Fire:**

- a. Class “A” – Involves ordinary combustible materials such as wood, cloth, paper, rubber and many plastics.
- b. Class “B” - Involves flammable/combustible liquids, oils, grease, oil base paints, lacquer, and flammable gases.
- c. Class “C” - Involves energized electrical equipment. The electrical non-conductivity of the extinguisher agent is important.

**3. Extinguishing fires:**

- a. For Class “A” fires, use the Class A,B,C rated fire extinguisher.
- b. For Class “B” and “C” fires, use the Class B, C rated or an A,B,C rated fire extinguisher. De-energize electrical circuit if possible.

**4. Operation of Fire Extinguishers:**

- a. Use the acronym **P.A.S.S.**

- (1) Pull pin.
- (2) Aim nozzle.
- (3) Squeeze handle.
- (4) Sweep back and forth at the base of fire.
- b. Begin application as close to fire as possible
- c. After extinguishment of flames, direct nozzle and agent at the smoldering or glowing surface.

5. **Grease Fires in Deep Fat Fryers:**

- a. When possible, extinguish fires with Class B or K rated fire extinguisher.
- b. If you cannot extinguish with B or K rated fire extinguisher, activate wet/dry chemical extinguishing system by pulling handle in remote location to activate system.

6. **Fire prevention procedures** ensure the following:

- a. Exits are not locked or blocked.
- b. Exit and emergency lights are operational.
- c. Non-combustible receptacles are available for disposal of smoking materials.
- d. Smoking materials are not mixed with trash.
- e. Trash is emptied as needed.
- f. Grease filters are cleaned as needed and at end of each day.
- g. Flammables are properly stored.
- h. When exhaust system is out of service, equipment serviced by exhaust fan is not used.
- i. Fire extinguishers are accessible at all times.
- j. A closing inspection is performed and documented in night manager's log.

NOTE: Facility manager is responsible for certification of employees IAW AFOSH Standard 91-501.

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<b>Fire Inspector</b>	<b>Date</b>	<b>Facility Manager</b>	<b>Date</b>